Zoom Consultation Guide

How to Join our Online Consultation

1.   Introduction and ways to join us

1.1   Welcome to this guide on joining our Zoom online Question and Answer session and thank you for taking an interest.

1.2   We have a number of options available which you can use, depending on your choice of device to join the interactive session. We recommend joining through the Zoom app on either your pc or mobile device. A link to each of these options is included below. Click on one to take you to that guide (links are coloured blue and underlined. There are a number throughout the document to help you navigate).

- [Join by Zoom app on your computer](#)
- [Join by Zoom using a web browser](#) (i.e. Chrome/ Internet Explorer)
- [Join by using the Zoom app on your mobile device](#) (Apple or Android)
- [Join by Phone](#) (dial-in)(questions should be emailed in advance)
- [What happens at the event](#)
- [How to Ask a question](#)

1.3   The login details for the Aldi Broomhouse consultation are as follows. Not all of these will be required for the method you choose. The relevant link is replicated in the relevant section:

- **URL to join Online Event (Monday 22nd August 2022, between 5pm and 7pm) :** https://avisonyoung.zoom.us/j/84326800345

- **Webinar ID for Event**: 843 2680 0345

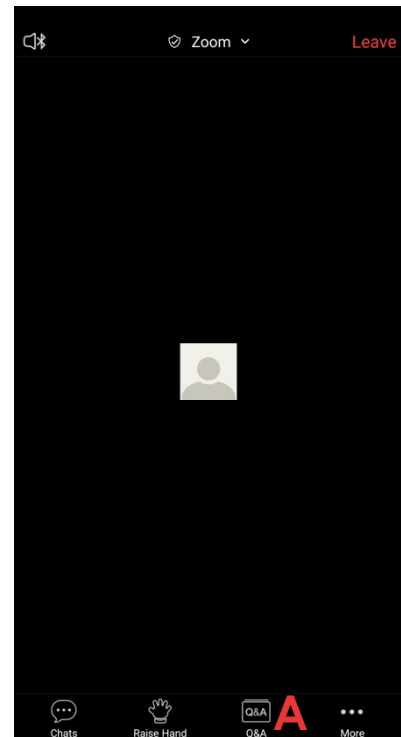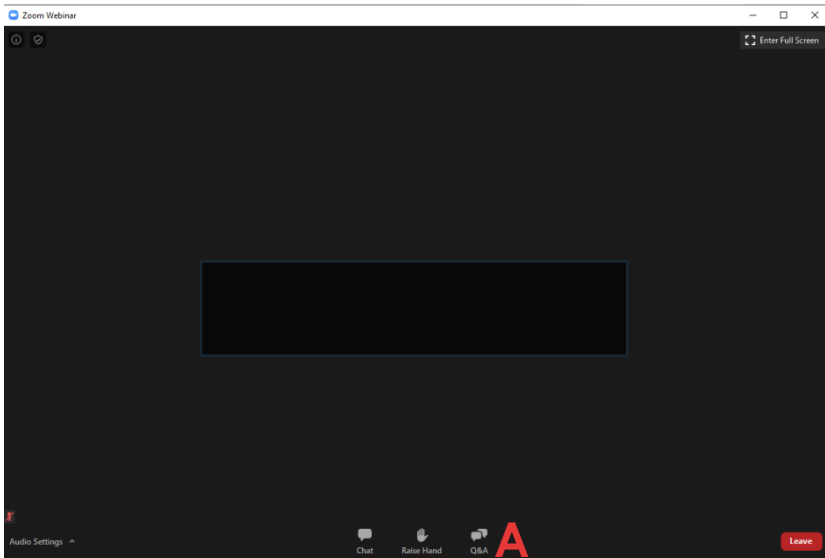- **Dial in details**: 0131 460 1196 or 0203 481 5240

If you have any queries in advance of the scheduled consultation event, please contact: oliver.munden@avisonyoung.com.
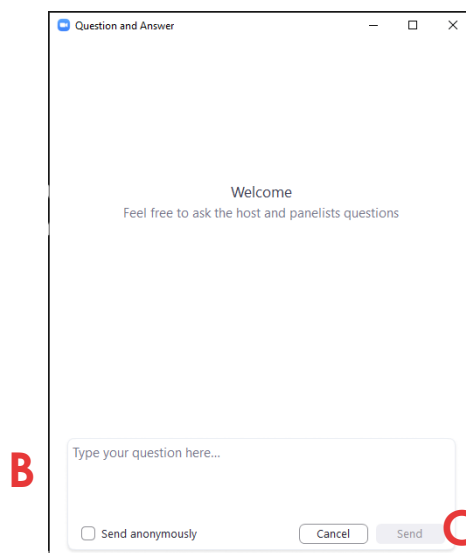
Why is an event being held and what will happen?

1.4   Aldi Stores Ltd strongly believe in the value of engaging with local communities in respect to new store development proposals and is pleased to be holding a public consultation event within the local area at Mailcoach Restaurant on Wednesday 17th August 2022. affording local people the opportunity to come and find out more. This also gives the community a chance to ask questions of the development team.

1.5   To support this engagement a website has been prepared, which includes a number of information boards with further details on the proposals, as well as a Frequently Asked Questions (FAQ) document. We encourage you to read both of these documents prior to the virtual event as they may provide the answers to any questions that you have.

1.6   This virtual event will include the following members of the development team:

- Transport Consultant from Sweco, who is responsible for considering matters relating to traffic generation, car parking etc.; and

- Planning Consultant from Avison Young, who is responsible for coordinating the planning application submission and considering matters relating to planning policy, retail considerations etc.

1.7   The names and role of each panellist present will be clearly marked when you join the webinar.

1.8   To be clear, at the virtual event both your video and microphone will be disabled and you will only be able to see and hear the panellists set out above.

1.9   At the event, the team will be available to answer any questions that you may have. These can either be emailed in advance or can be asked live using the Q+A function available on Zoom (details below), or by email to oliver.munden@avisonyoung.com. We will answer these questions in real time, and will provide a summary answer within the Q+A window (details below). We will also update the website FAQ after the event with any questions not already covered by our FAQ or to clarify any points raised during the event.

1.10   If there are any questions we are not able to answer during the event we are able to arrange either a follow up email or telephone call with you, should you wish, to discuss further.

1.11   **PLEASE NOTE - Any comments or feedback you make at the event is a representation to Aldi Stores Ltd and will be used in shaping the forthcoming planning application. Your comments are not formal responses to the Council but will be included within a Report of Consultation submitted as part of the planning application. If you do wish to make formal comments, these must be made once the planning application has been submitted directly to Glasgow City Council.**
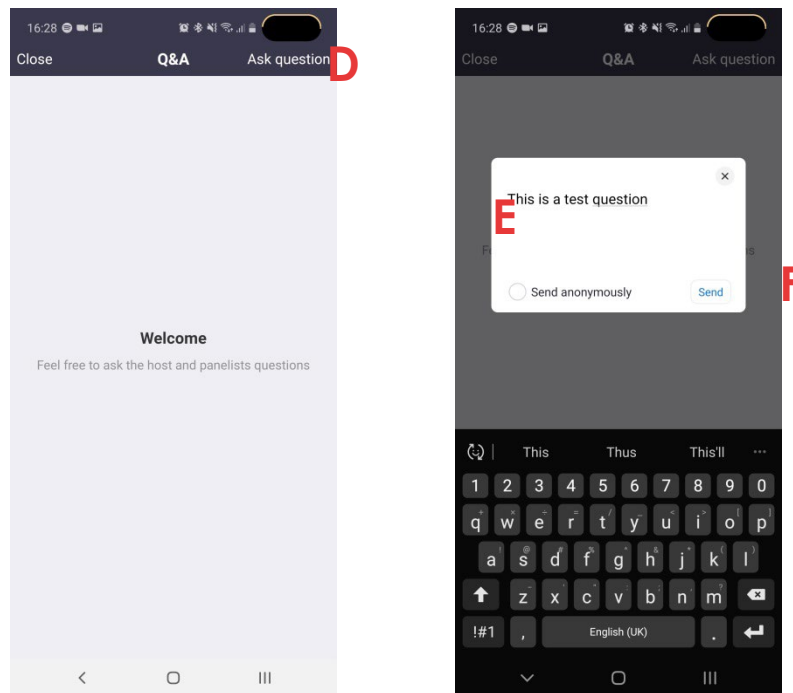
How to ask a question

1.0 When you join the event, at the bottom of your screen when you hover over the Zoom window (on a computer) or when you click the screen on a mobile device, 'Q+A' will appear (**A**)

2.0 If you are on a computer, click 'Q+A' and a box will open where you can type your question (**B**), then click send (**C**).

3.0 **If you are on a mobile device** you will open the Q+A page, then click Ask Question (**D**). You can then type your question here (**E**), and click send (**F**).
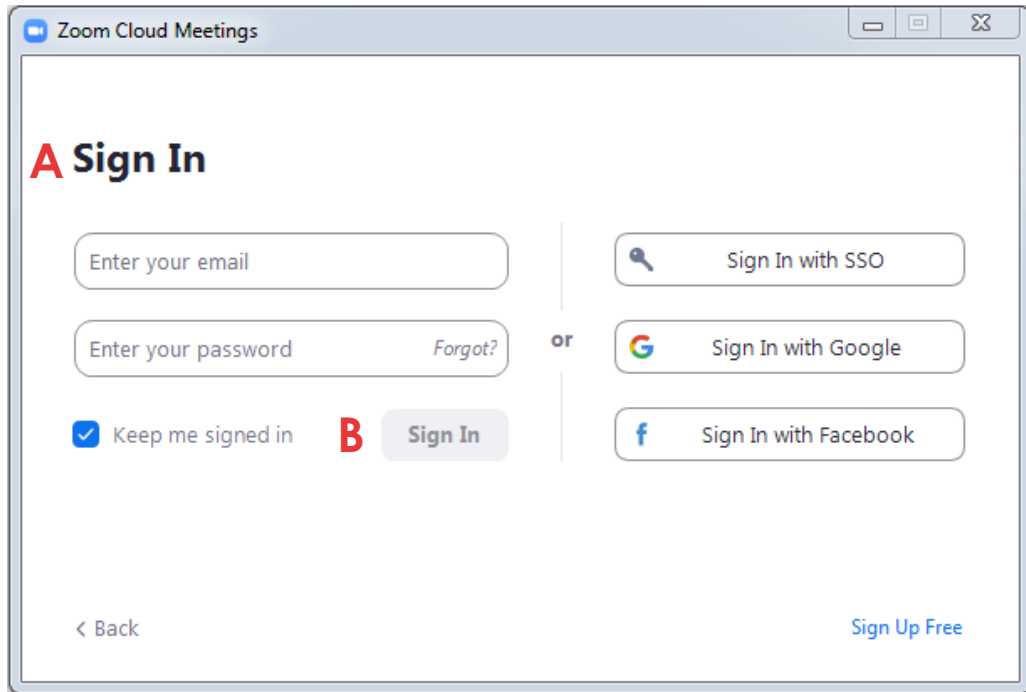

4.0 Once you have asked your question, this will appear in the Q+A window. Here you can see all questions which have been asked by any participant already and the responses to these.
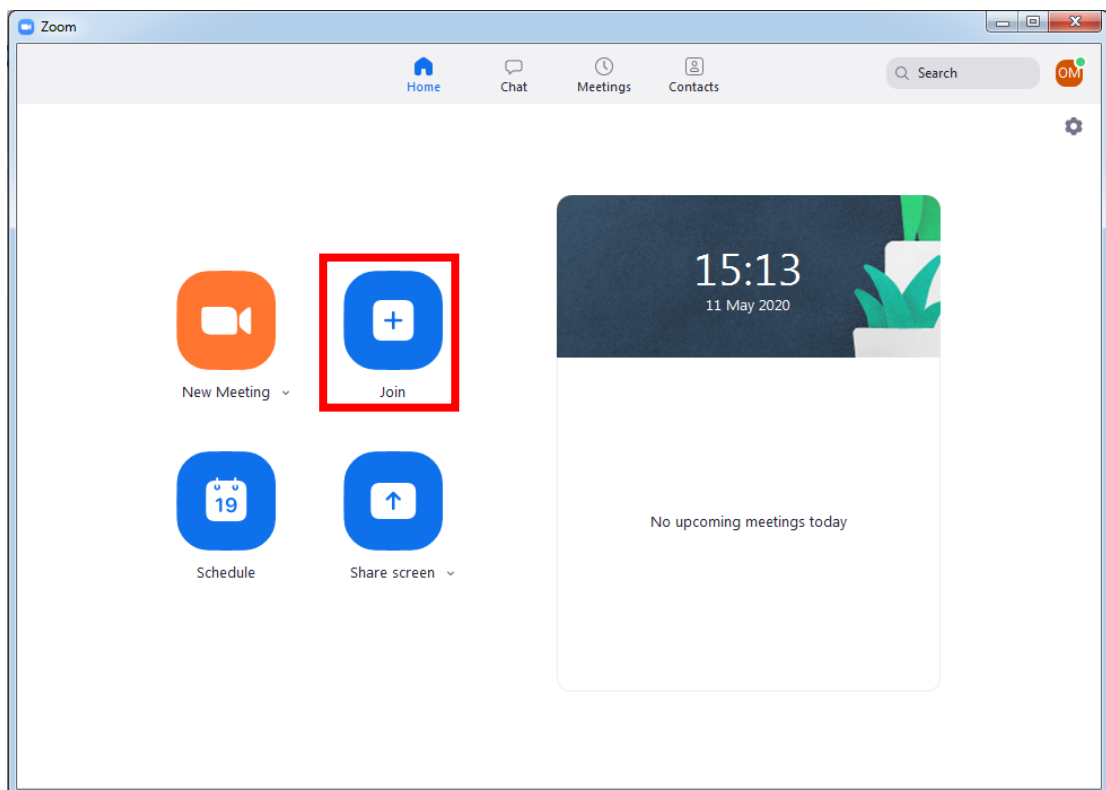
CLICK HERE TO RETURN TO START

2.   Zoom App on your computer

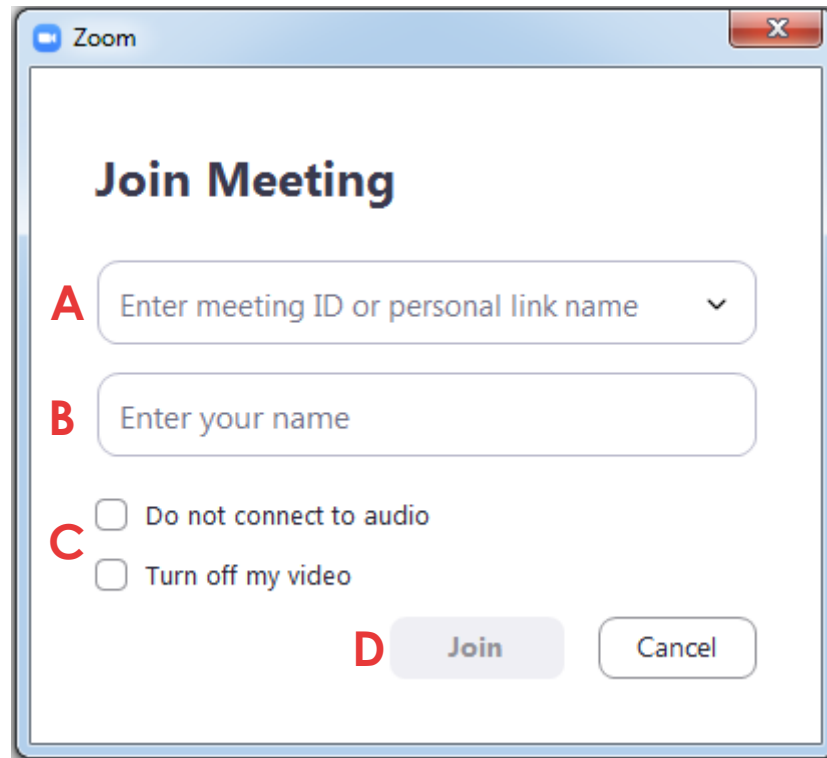You do not need to have installed the Zoom app to join the event, however if you wish to use the app:

1.0   Enter your login details (**A**) - or sign up for free. Login to Zoom (**B**)

2.0   Click Join

3.0   Enter the Meeting ID of **843 2680 0345** (**A**) for the Online Event (22nd August 2022 – 5pm-7pm) and your name (**B**) – you can leave the name blank if you wish. As this event is a webinar you will need to be able to hear us, but your camera will not be used during the event and you can therefore ignore the tick boxes (**C**) and click join (**D**).

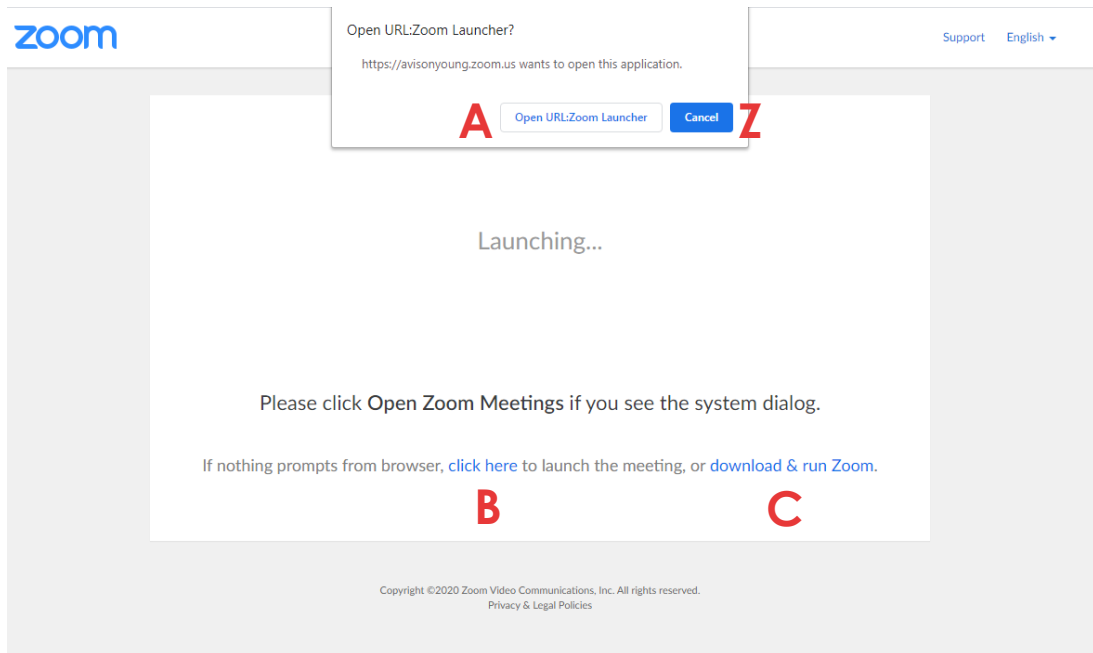**4.0**   You have now joined the meeting.

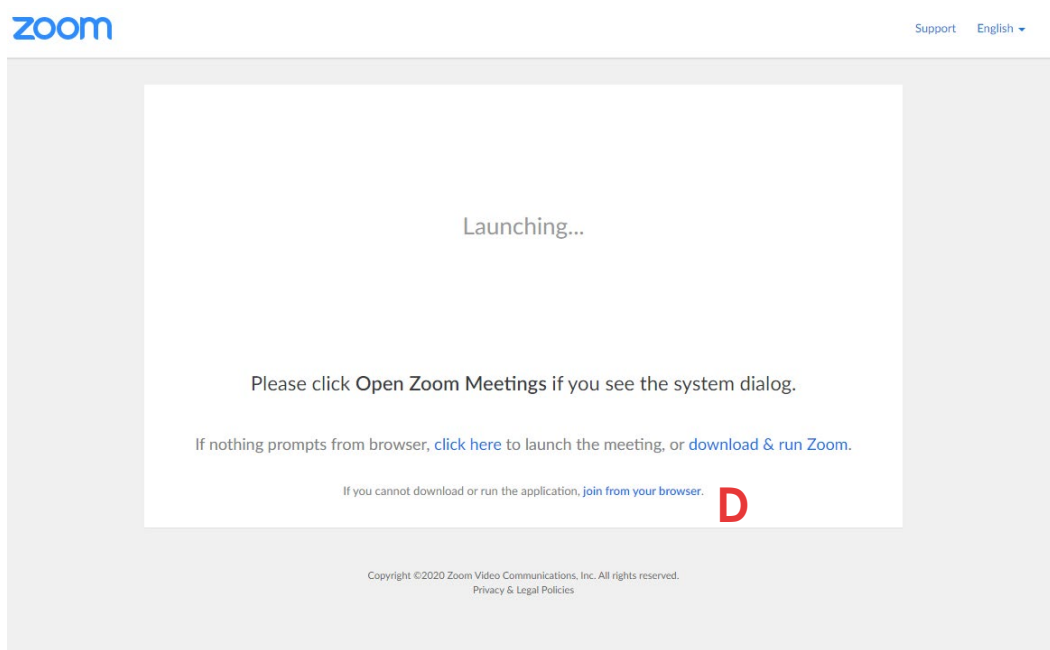CLICK HERE TO RETURN TO START

3.   Join using a web browser

If you are using a computer using Chrome or Internet Explorer is recommended.

1.0   Click this link for the Online Event (22nd August 2022): https://avisonyoung.zoom.us/j/84326800345

2.0   If you already have Zoom installed on your machine, click "**OpenURL:Zoom Launcher**" (**A**). This will open Zoom and you can join the meeting using instructions under section 2 of this guide. If you do not have this option select either '**click here**' (**B**) or '**download & run Zoom'** (**C**)

3.0   If you do not want to install Zoom, click 'Cancel' (**Z** above), and then 'join from your browser' (**D** Below). If you wish to install Zoom, please follow the on screen instructions to install and then refer to this section to join the meeting.

4.0 Now enter your name (**E**) and click the box before 'I'm not a robot' (**F**) if this is displayed. Wait till a green tick appears and click 'Join' (**G**)

Join a Meeting

Your Name

E [Your Name]

F ✓ I'm not a robot
                                    reCAPTCHA
                                    Privacy - Terms

G [Join]

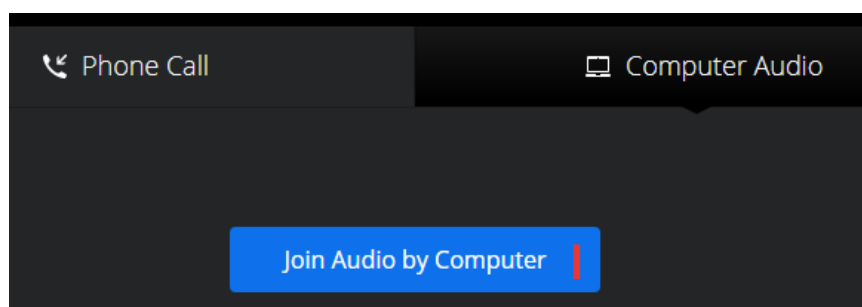Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

5.0 Select 'I agree' (**H**) to proceed

To use Zoom, you need to agree to the

Terms of Service and Privacy Policy.

[I Disagree]   [I Agree] **H**

6.0 Zoom may ask for your name again, and click the box before 'I'm not a robot' if this is displayed. Wait until a green tick appears and click 'Join'. You are now in the meeting.

7.0 The final step is to select 'join computer by audio' (**I**). You can now take part in the event. Please make sure your sound is turned on and is not muted.

📞 Phone Call   💻 Computer Audio
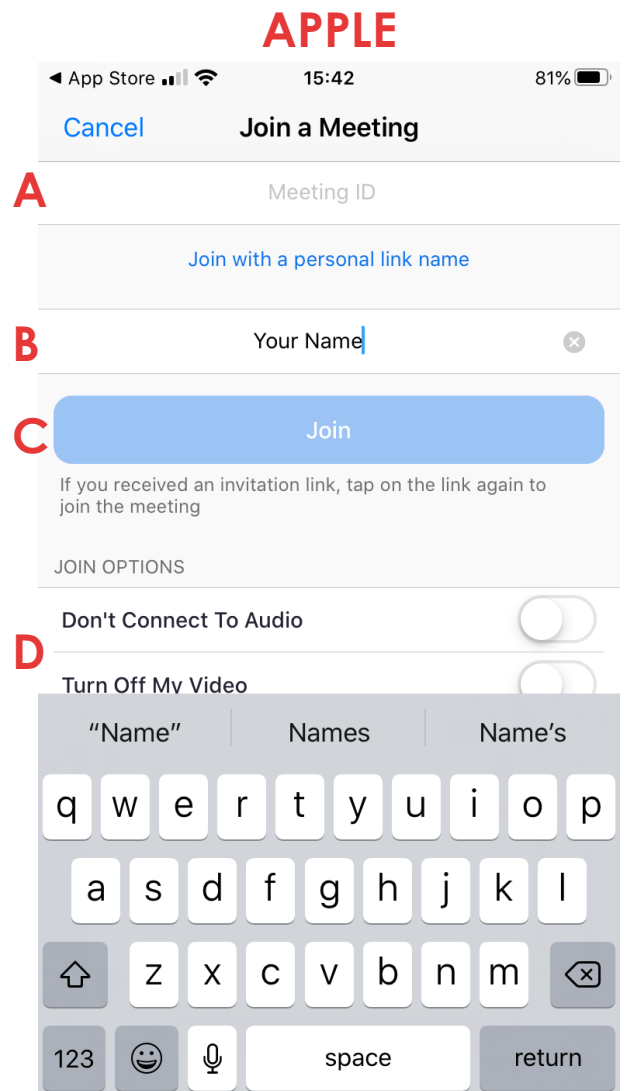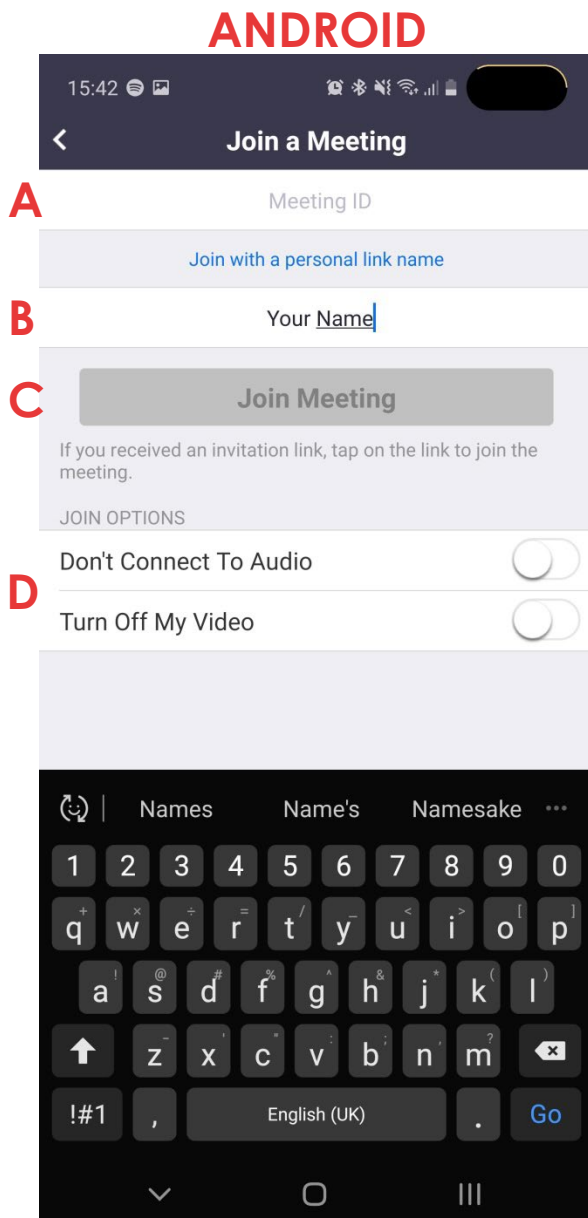
[Join Audio by Computer] **I**

CLICK HERE TO RETURN TO START

4. Join using Zoom app

The Zoom app (Zoom Cloud Meetings) can be downloaded from the Google Play or Apple App Store. Once you have installed the app, logged in (or creating an account), please follow the below instructions:

1.0 Enter the meeting ID (**843 2680 0345**) for the Online Event (22nd August 2022) (**A**), and your name (**B**), then click join (**C**). As this event is a webinar you will need to be able to hear us, but your camera will not be used during the event and you can therefore ignore the tick boxes (**D**). If you have not used Zoom before you will need to allow the app to access your microphone etc.

2.0 Once you have completed this, join audio as per the on screen instructions and you will be in the meeting. Please now refer to section 1.

CLICK HERE TO RETURN TO START

5.

6. Join Over the Phone

If you simply wish to join by phone you can do so by following the below instructions. Due to the restrictions which are placed on Zoom, we are unable to take questions from those on the phone during our event, but if you have a question you would like to be answered during the virtual event, please email this in advance to: oliver.munden@avisonyoung.com and we will endeavour to respond either by email or during the event.

1.0 Dial the number to join the event. You can choose from any of the below numbers:

0131 460 1196 or 0203 481 5240

2.0 Enter the meeting ID of **843 2680 0345** for the Online Event followed by #

3.0 You have now joined the meeting.

CLICK HERE TO RETURN TO START